**Western Sydney Region RTO**

**Assessment Package**

**Package Overview for Assessors**

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| **Package Number**  **Package Title** | Certificate II in Hospitality  SIT20207 | |
| **Training Package** | Hospitality SIT20207 | |
| **Unit(s) /Elements to be assessed by this package:** | **Apply point-of-sale handling procedures SIRXCCS001A**   1. Operate point-of-sale equipment. (Performance criteria 1.1 to 1.9) 2. Use numbers in the workplace. (Performance criteria 2.1 to 2.2). 3. Perform point-of-sale transactions (Performance criteria 3.1 to 3.7) 4. Complete sales (Performance criteria 4.1 to 4.3) 5. Wrap and pack goods (Performance criteria 5.1 to 5.5) | |
| **Evidence being provided for;** | **Apply point-of-sale handling procedures SIRXCCS001A** | |
| **Package contents and information for assessors** | **Page 2** | Assessment Notice |
| **Page 3** | Task Checklist |
| **Page 4** | Assessment Feedback Form- to be copied for teacher and student |
| **Equipment and/or resources required** | Copy of task for each student  Register or cash drawer  Order forms  Cash float (for register) | |
| **Other comments** | This assessment task works well in both real life or simulated café/ restaurant settings. This task can also be incorporated holistically into Prepare and serve espresso coffee SITHFABO12A and Prepare and serve non-alcoholic beverages SITHFABO1OB. | |

**Western Sydney Region**

**Vocational Education and Training**

**Assessment Notice**

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| **VET Framework: Hospitality** | |
| **Assessor / Teacher:** | |
| **Unit of competency:**  Apply point-of-sale handling procedures SIRXCCS001A | |
| **Date Given : Due Date:** |
| Employability Skills are incorporated into this task. |

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| **Student Instructions**  **Sales Task:** You are required to complete a service period in a café or restaurant setting (this may be simulated in class).  You will:   * Open point of sale terminal according to establishment procedure * Maintain supplies of change throughout service period * Meet, and greet customers * Take customer orders accurately to establishment requirements * Enter information into point-of-sale equipment * Accurately calculate cost of food/beverage items * State price or total and amount of cash received verbally to customer * Tender correct change * Complete customer order forms accurately * Accurately identify and process customer delivery according to set timeframes * Select appropriate packing materials for food or beverage items and organise delivery method eg.pick-up or delivery * Close point of sale terminal according to establishment procedure   If a simulated assessment you will also act as a customer. |

**Task Checklist**

**Apply point-of-sale handling procedures SIRXCCS001A**

**Competency Assessment –** Sales Task

**Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Competency Assessment Task Checklist** | **Satisfactory**  **(S)** | **Not Yet**  **Satisfactory**  **(NYS)** | **Comments** |
| **SALES TASK** |  |  |  |
| Open point of sale terminal according to establishment procedure |  |  |  |
| Maintain supplies of change throughout service period |  |  |  |
| Meet, and greet customers |  |  |  |
| Take customer orders accurately to establishment requirements |  |  |  |
| Enter information into point-of-sale equipment |  |  |  |
| Accurately calculate cost of food/beverage items |  |  |  |
| State price or total and amount of cash received verbally to customer |  |  |  |
| Tender correct change |  |  |  |
| Complete customer order forms accurately |  |  |  |
| Accurately identify and process customer delivery according to set timeframes |  |  |  |
| Select appropriate packing materials for food or beverage items and organise delivery method eg.pick-up or delivery |  |  |  |
| Close point of sale terminal according to establishment procedure (Balance) |  |  |  |

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**Assessment Feedback**

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| --- | --- |
| **VET Framework:** Hospitality | |
| **Assessor / Teacher:** | |
| **Student:** | |
| **Unit of competency:**  Apply point-of-sale handling procedures SIRXCCS001A | |
| **Evidence provided for:** Sales Task | |
| **Due Date: Date Received:** |

**Overall Result: Competent/Not Yet Competent**

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| --- | --- | --- |
| **Unit Code** | **Elements of Competency** | **Competent/Not Yet Competent** |
| Apply point-of-sale handling procedures SIRXCCS001A | 1. Operate point-of-sale equipment. (Performance criteria 1.1 to 1.9) |  |
| 2. Use numbers in the workplace. (Performance criteria 2.1 to 2.2). |  |
| 3. Perform point-of-sale transactions (Performance criteria 3.1 to 3.7) |  |
| 4. Complete sales (Performance criteria 4.1 to 4.3) |  |
| 5. Wrap and pack goods (Performance criteria 5.1 to 5.5) |  |

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| **Assessor / Teacher Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: . |
| **Student Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: |